

Rec'd

10 JAN 1981

MEMORANDUM FOR: Director of Central Reference

VIA: Chief, Administrative Group, Planning
Management and Evaluation Staff, NFAC

FROM: James H. McDonald
Director of Logistics

SUBJECT: Request for Assistance in Improving OCR
Working Environments

REFERENCE: Memo to D/L fm D/OCR, dtd 25 Nov 80, same subject (OL 0 5340)

1. The Office of Logistics shares OCR's concern for your uncomfortable work environments. Your employees have been considerate and understanding in coping with the inadequate heat, air-conditioning, and ventilation in their areas. Since we received your referenced memorandum, our Real Estate and Construction Division, specifically its Headquarters Engineering Branch (HEB), has carefully looked into each of the problem areas mentioned, resolved those which could be done directly, and initiated needed action to correct continuing deficiencies. The report of the Chief, HEB, is attached. This memorandum should be considered an interim report as corrective action continues. [redacted] Chief, HEB, will be maintaining continuing contact with your Administrative Group as we work together to correct the remaining deficiencies and resolve any new problems which might arise.

2. Your memorandum said that OCR is well aware of the problems faced in operating the Headquarters Building within the restrictions of the Presidential Directives and an inadequately staffed GSA work force. The problem, unfortunately, is even broader, and it is truly frustrating to keep the GSA force in synchronization with the Agency's needs and problems. In December the same National Academy of Public Administration (NAPA) that studied CIA's personnel, training, and language programs completed an evaluation of GSA. CIA was asked and did contribute to this study. Hopefully, after GSA digests this evaluation, we may have available some new initiatives for support that can more effectively meet our needs. Some Agency officials believe that we should welcome an offer from GSA to delegate building operations, repair, and maintenance authorities to CIA. However, this delegation would not necessarily include resources or skilled personnel and funds, and we might be constrained to meet these new taskings with our already limited resources.

OL 1 0048

SUBJECT: Request for Assistance in Improving OCR Working Environments

3. Your memorandum pointed out that there were no single answers to many of the problems that were listed, but that the conditions had existed too long to expect OCR employees to suffer through another winter. Again, we fully understand and appreciate this problem and want to assure you that Logistics will do everything possible to correct those deficiencies that are within our control and take every reasonable step with GSA to ensure that they carry out their responsibilities. During the week of 5 January, there were a number of inadequate heat problems in the Headquarters Building. In order to correct these deficiencies, we have talked with the Regional Administrator, GSA, with the Area Manager for both Rosslyn and McLean, and continued pushing the Headquarters Building Manager. We will continue to exert as much pressure as is necessary and are prepared to escalate this to the GSA Administrator level if necessary.

4. With regard to specific deficiencies reported in the reference, we will certainly pursue the most expeditious corrective action possible of your uncontrolled air-conditioning equipment and the caulking of windows. Where no other correction is possible, the use of electric heaters as an interim solution will be authorized. We probably will not obtain necessary approvals and funding for storm windows, but we will find an alternate solution.

5. The Office of Logistics wants to be totally responsive and would like to be able to report that each item on your list of deficiencies had been satisfactorily resolved; but, as you know and as we have discussed in this memorandum, such a simple solution is not within our capabilities. We do want you to know that we are informed of your problem and assure you that we will, on a continuing basis, make every effort to correct or minimize these deficiencies. We will work closely with GSA to ensure that your work orders and needs are properly attended to in a timely manner. [redacted] Chief, HEB, will be maintaining regular contact until these problems have been resolved.

STAT

/s/ James H. McDonald

James H. McDonald

Att

cc: C/PMES/NFAC

Distribution:

Orig - Adsee

1 - OL/RECD Official

1 - OL Files

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STAT

DEC 1980

MEMORANDUM FOR: Director of Logistics

THROUGH:

Chief, Real Estate & Construction
Division, OL

FROM:

Chief, Headquarters Engineering Branch,
RECD/OL

SUBJECT: Environmental Conditions in OCR Areas

REFERENCE: Memo dtd 25 Nov. 80, fm D/Central Ref.,
Subj.: Request for Assistance in Improving
OCR Work Environment

1. In response to the referent memorandum, the Headquarters Engineering Branch (HEB) conducted a special survey of each of the OCR problem areas mentioned. Following are the results of the survey:

a. Room GE05 (DSG/SSD): The problem of inadequate heat is a result of the air conditioning system installed for the previous tenants of that area. In order to air condition the high equipment heat load which existed, a duct was run from the cold deck of one of the Headquarters Building dual duct air systems. This arrangement provides only cold air into the room. To correct this problem HEB is in the process of redesigning the air conditioning system in this area to provide heating in addition to cooling.

b. Room GE12 (SSD/MPB): According to area occupants the problem of inadequate ventilation for one of the duplicators in GE12 has been resolved. A special exhaust system had been installed to accommodate the SSD/MPB move into this area and this system is functioning properly. The cause of the previous problem was probably due to the exhaust fan not being turned on.

There is a second duplicator in this area which is now required for area operations. A work order will be written to connect exhaust ductwork and electrical service to this second duplicator. The work order will be placed on the GSA priority work list.

OL O 5340A

SUBJECT: Environmental Conditions in OCR Areas

c. Room GE78 (DSG/IAB): The air handling units in this area are presently controlled by manual switches. The work to install thermostats to control these units has been placed on the GSA priority work list.

d. Rooms GE78 and GE22 (DSG/SSD): These areas were fumigated last summer and this appears to have eliminated the fruit fly and paper mite problem.

e. Room GE78 (OSG/SSD): The loose raised flooring step trim which had created a safety hazard has been repaired.

f. Room GF18 (OSG/ADD): The excessive heat problem was caused by malfunctioning fin tube heating units in the area. This was a control problem and has been resolved.

g. Room GH0907 (DSG/ADD): The occupants indicate that no temperature problems have recently been experienced in this area.

h. Rooms 1E61 and 1H1107 (OSG/SSD): All eight of the duplicating machines in these areas are designed for an office type environment with no special ventilation required. The six new machines use ammonia in a powdered form which decreases the amount of ammonia fumes. In addition the gaskets and teflon seals on all machines have recently been replaced and it is felt that this problem has been corrected.

i. Rooms 1G81 (ISG/EUR), 1G23 (ISG/NEA), 1H39 (ISG/WH), 1H46 (ISG/USSR), 1H18 (ISG/FEPAC), 1H19 (OCR/ISG), 1E4808 (OCR/SIS), 1E4816 (OCR/DSG), 2E60 (O/D/OCR): A preliminary survey of the areas has been made and no "quick fix" solution was apparent. A more extensive study will be made of each area to determine the adjustments to the building systems which will be required to correct the temperature problems. The study should be completed by the end of January. If the study indicates that an area cannot be controlled within the energy conservation guidelines, heaters and/or fans will be authorized for that area.

SUBJECT: Environmental Conditions in OCR Areas

2. Certain areas were indicated to have a high concentration of airborne particles. In some cases particles of dust in the ductwork and on the supply air diffusers break loose and fall into the room; however, the building air is filtered at each air handling unit. If a piece of equipment requires special filtration or serious particulate problems exist over an extended period of time then a special filtration system may be warranted. The above survey will investigate this problem also.

3. Reference was made to window drafts in several areas causing uncomfortable working conditions. This is a legitimate problem and was in fact identified in an energy conservation study completed through GSA in 1979. Rather than installing clear plastic over each window as suggested, it is felt that the windows be caulked as recommended in the study and GSA will be requested to begin the window caulking work in these areas before others in the Headquarters Building.

for



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Approved For Release 2005/07/12 : CIA-RDP86-01019R000200020008-4

25 NOV 1980

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FILE

4 DEC 1980

MEMORANDUM FOR: Director of Logistics

VIA : Chief, Admin Group, PME/NFAC

FROM : Clarus W. Rice
Director of Central Reference

SUBJECT : Request for Assistance in Improving
OCR Working Environments

1. A primary concern raised during the recent IG inspection of the Office of Central Reference was the general perception of physically uncomfortable work environments. Complaints fell primarily within the areas of inadequate heat, air-conditioning, and ventilation. These issues have all been raised previously through normal logistics channels; some have met with limited success while others are still backlogged. In complying with the IG's suggestion, we have cataloged the more pertinent problem areas, indicated our recommended solutions, and are presenting them herewith for your attention and assistance.

2. OCR is well aware of the problems faced in operating Headquarters building within the restrictions of the Presidential Directives and an inadequately staffed GSA workforce. Regardless, the perception is widespread among office personnel that environmental conditions are sub-standard due to a long history of insufficient attention. As an Office, we find ourselves in the position of relaying far more excuses to our employees than improvements. And by this time, our employees can easily quote these oft-repeated explanations from memory.

3. The following OCR areas have a long history of HVAC problems, including temperature extremes, dusty air, drafty windows, poor humidity control and inadequate air flow. Although repeatedly addressed by Headquarters Engineering Branch, their efforts have met with mixed success. In all cases, temperatures last winter fell well below or, in summer, well above acceptable working conditions. With even the mild weather we have experienced this fall, it is obvious the situation has not improved.

AREA	COMPONENT	PROBLEM
GE 05	DSG/SSD	Inadequate heat.
GE 12	SSD/MPB	Due to insufficient ventilation, there are excessive chemicals in the photo lab air. A vent is needed to remove this safety hazard.

CHUCK & NOTE 12/19/80 DATE
FOR AT LEAST AN INTERIM
RESPONSE INDICATING OUR
ACTION PLAN TO ADDRESS AND
CORRECT THESE PROBLEMS
1 ant 12/5

OL O 5340

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REFERENCE

SUBJECT: Request for Assistance in Improving
OCR Working Environments

<u>AREA</u>	<u>COMPONENT</u>	<u>PROBLEM</u>
GE 12	SSD/MPB	A large film duplicator cannot be operated in its new area until its substantial ammonia fumes can be ducted some three feet to the existing exhaust system.
GE 78	SSD/IAB	After two attempts, GSA has yet to install the required thermostats on the two ceiling mounted air handlers. These handlers cool computer terminal areas and proper temperature control is essential. This area has been without automatic control for over one year, unnecessarily risking the loss of very expensive equipment.
GE 78 and GE 22	DSG/SSD	Fruit flies and paper mites are again a problem in these areas and professional fumigation is required. This is a serious health problem that should be addressed immediately.
GE 78	DSG/SSD	Loose carpet tiles are creating a safety hazard and needs to be reglued. One person has already fallen in the last month.
GF 18	DSG/ADD	Excess heat.
GH 0907	DSG/ADD	Excess heat, no ventilation, excessive particles in the air.
1E61 and 1H1107	DSG/SSD	There is inadequate ventilation to dispense the ammonia fumes generated by eight Microfilm duplicating machines. The buildup is a safety hazard, especially to employees working weekends and evenings when the only ventilation system is shut down. Safety Branch has been advised of our attempt to remedy the situation.

SUBJECT: Request for Assistance in Improving
OCR Working Environments

<u>AREA</u>	<u>COMPONENT</u>	<u>PROBLEM</u>
1G 81	ISG/EUR	Inadequate heat.
1G 23	ISG/NEA	Inadequate heat, and a high quantity of airborne particles. Excess heat in summer.
1H 39	ISG/WH	Inadequate heat, window drafts, poor ventilation, and excessive dust particles in the air.
1H 46	ISG/USSR	Inadequate heat and poor ventilation. Excessive heat in summer, damaging computer terminals.
1H 18	ISG/FEPAC	Inadequate heat.
1H 19	OCR/ISG	Inadequate heat.
1E 4808	OCR/SAS	Inadequate heat.
1E 4816	OCR/DSG	Inadequate heat.
2E 60	O/D/OCR	Inadequate heat.

4. As indicated above, normal office temperatures in the colder offices have recently averaged below the official 65° guidelines. As we go further into the winter months, we can expect even colder temperatures. Nearly all of these spaces have the reverse problem in the summer when temperatures rise sufficiently to warp electronic boards in the computer terminals. As the only practical solution to these continuing problems, we are requesting Logistics' authority and assistance in the following:

a. Installation of thermostatically controlled permanent electric heaters and fans in areas not meeting temperature guidelines.

b. Installation of electric air filtering units in areas experiencing a high concentration of airborne particles. We have requested testing of these areas by Safety Branch.

c. Installation, on a test basis, of full size clear plastic sheets 2" to 3" inside each North facing window sill. These storm window type units are commercially available and their installation results in an excellent "thermal" type window that would not hamper fire exits.

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SUBJECT: Request for Assistance in Improving
OCR Working Environments

d. Request caulking of all windows in OCR areas. Work Orders have been submitted previously for this purpose.

5. We realize that there are no single answers to many of the problems we have outlined. At the same time, these conditions have existed for too long to expect our employees to suffer through another cold winter. Your personal attention to this situation would be appreciated.



Clarus W. Rice

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AEO/OL *[Signature]* 1 DEC 1980

EO/OL *EM* 1 DEC 1980

DD/L *[Signature]* 2 DEC 1980

D/L *[Signature]* 2 DEC 1980

C/Recd *2/13/5* ~~*Autonomous*~~
response
and action

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TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. C/AG/PME/NFAC	<i>RS</i>	<i>25 Apr</i>
2.		
3. D/OL		
4. <i>28308</i> [Redacted]		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS 1-3

Jim:
 I realize there isn't much we can do about the heating and ventilation problems in the Hqs building, but the suggestions contained in para. 4 of this memo seem to be reasonable and practical. I hope you agree. *Allen*

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
D/OCR	2E60, Hq.
	Phone No.

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MEMORANDUM FOR: Director of Central Reference

VIA: Chief, Administrative Group, Planning
Management and Evaluation Staff, NFAC

FROM: James H. McDonald
Director of Logistics

SUBJECT: Request for Assistance in Improving
OCR Working Environments

1. In regard to your 25 November 1980 memorandum on the above subject, I have instructed Real Estate and Construction Division to investigate and, where possible, correct the deficiencies contributing to the problems identified. The attached memorandum to me from Chief, Headquarters Engineering Branch should be considered an interim report as corrective action continues.

2. Given the present arrangement existing between GSA and this Agency, I am unable to guarantee that all of the problems you have indicated will be dealt with as promptly as desired. I will certainly pursue the most expeditious correction possible of your uncontrolled air-conditioning equipment and the caulking of the windows. Where no other correction is possible, the use of electric heaters as an interim solution will be authorized. The case for storm windows is being studied by GSA but, as I understand it, the relative cost benefit ratio is not sufficiently attractive to expect prompt action on it. This and the dust is a common phenomenon throughout the building; the latter being a nuisance related to the enormous system of ducts and occasional traces of particles which break loose in the ducts and blow out into the rooms, and which are usually found very close to the discharge grilles. Filters at this point would further retard the already marginal airflow and are, therefore, not recommended.

3. Although this response may not appear as positive as desired, I hope you will accept my desire to effect practical, realistic, timely, and corrective measures which will not be perceived as precedent setting events beyond our ability to implement on a building-wide basis.

James H. McDonald

Attachment

OL 1 0048

Orig - Addressee

1. *Phragmites australis* (Cav.) Trin. ex Steud.

OL/RECD/ [REDACTED] (7 Jan 81)

1. The first step in the process of the investigation is the identification of the problem. This is done by the investigator who is responsible for the investigation. The investigator must identify the problem and the scope of the investigation. The investigator must also identify the objectives of the investigation. The objectives of the investigation are the goals that the investigator wants to achieve. The objectives of the investigation are the goals that the investigator wants to achieve. The objectives of the investigation are the goals that the investigator wants to achieve.